

CLASSIFICATION SPECIFICATION FOR: HUMAN RESOURCES DIRECTOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general direction of the Town Human Resources Director, manages personnel activities as related to employee relations, benefits administration, job analysis, recruitment, testing and selection for municipal positions, Affirmative Action, employee assistance; plus involvement in classification, compensation and other special studies and duties as assigned. Supervises Human Resources Specialists.

DISTINGUISHING CHARACTERISTICS

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Plan, recommend and implement recruitment program.
2. Coordinate intensive recruitment efforts in cooperation with operating departments.
3. Prepare examination announcements and publicity advertisements and brochures.
4. Review and screen application for employment.
5. Write test items, construct test batteries and analyze and interpret test results.
6. Develop examination material and conduct written, performance and oral examinations.
7. Supervise establishment and maintenance of eligibility lists and the notification of candidates.
8. Monitor employee physicals to ensure job relevance and billing accuracy.
9. Provide the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
10. Provide information and interpretation regarding Town Personnel Rules, regulations and procedures, MOUs and ordinances for managers, supervisors, employees, and their representatives.
11. Work with departments on personnel problems and staffing needs.
12. Process personnel transactions relating to new hires, employee orientation, resignations, merit increases and re-classes.

13. Develop and maintain records and files; prepare correspondence, reports, benefit enrollments as prescribed by statute and in accordance with administrative requirements of providers.
14. Write reports on medical programs, costs, retirement and COBRA.
15. Direct maintenance and /or prepare and maintain employee personnel files, records, documentation. Assure confidentiality/security of personnel records.
16. Assure compliance to government regulations including all report filings.
17. Provide follow-up to assure timely reviews of employees. Review employee change in status to assure fair and equitable application of policies and practices.
18. Evaluate jobs and recommend classification actions.
19. Compose class specifications.
20. Gather, tabulate and analyze salary data and recommend salary actions.
21. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's Degree from an accredited college or university with major course work in personnel, business, or public administration, social sciences or closely related field.
- Minimum of two years of professional and technical personnel work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of public administration and management, modern methods and trends of public personnel administration, including recruitment, testing, selection, job analysis, classification and wage and salary administration.
- Current retirement, benefits and COBRA regulations.
- Current Federal, State and local laws and regulations.
- Principles of affirmative action and equal employment opportunity guidelines and requirements.
- Statistical sampling.
- Basic principles of administrative and budgetary analysis.
- Training, recruitment, safety and benefit administration.
- Occupational hazards and standard safety practices.

Ability to:

- Perform the full range of duties, as assigned, independently with only occasional instruction or assistance as new or unusual situation arise.
- Analyze available data and utilize knowledge of staff members and outside sources as necessary.

- Perform complex professional personnel work with a minimum of supervision.
- Set priorities and use time efficiently.
- Devise appropriate and effective written, oral and performance examinations.
- Prepare concise class specifications.
- Speak and write effectively.
- Summarize facts and opinions concisely and accurately.
- Make informed classification and salary analysis and recommendations.
- Understand, interpret and apply personnel laws, rules, regulations, standards and procedures.
- Explain personnel procedures, mediate complaints, monitor retirement program.
- Secure the confidence and cooperation of persons contacted in the course of work.
- Possession of a valid State of California Class C driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in Business Administration or related subject.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Exempt

PROPERTY INTEREST:

This is a management, at-will position.

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